



How to Prepare an Environmental Assessment Worksheet for the MPCA

Planning/Environmental Assessment and Review/ # 1.02• May 2007

The purpose of this document is to assist project proposers in completing the Environmental Quality Board's (EQB) Environmental Assessment Worksheet (EAW) when the Minnesota Pollution Control Agency (MPCA) is the Responsible Unit of Government for an EAW. For each item of the EAW, the MPCA staff has described a minimum level of information that should be provided by the proposer. Additionally, this fact sheet provides contact information for government agencies which may assist the proposer in filling out each of the items in the EAW. The project proposer is required to supply any reasonably accessible data needed to answer the questions in the worksheet. Submit completed data to MPCA Environmental Review Unit Supervisor, Regional Division, 520 Lafayette Road North, St. Paul, Minnesota, 55155.

NOTES:

1. The text in *Italics* – primarily the areas shaded in gray – is the standard EAW form.
2. MPCA practice is to only commence preparing an EAW when a permit application or complete facility plan has been submitted.
3. There is an alternative form for feedlots, with guidance, available at <http://www.eqb.state.mn.us>
4. Because this is a general form, not every question will apply to every project.
5. Comments on this **guidance** may be submitted to Craig Affeldt at 651-757-2181-6703 or via e-mail to: craig.affeldt@state.mn.us.

Example:

1. **Project Title:** Provide a descriptive, short title including company name and city or county. For example: South Washington County Wastewater Treatment Facility.

2. **Proposer:** Name of company

3. **RGU:** Minnesota Pollution Control Agency

Contact Person: This is the contact person the Proposer wants to designate to provide information to interested persons. It may be the Proposer, the Proposer's consultant or its staff.

Contact Person: The MPCA designates a project manager when the data are submitted.

and Title:

and Title:

Address: Proposer provides

Address: 520 Lafayette Road North

St. Paul, Minnesota 55155-4194

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

4. Reason for EAW Preparation:

 EIS Scoping Mandatory EAW Citizen Petition RGU Discretion Proposer Volunteered

If EAW or EIS is mandatory give EQB rule category subpart number _____ and subpart name _____

The mandatory EAW categories are in Minn. R. 4410.4300 and Environmental Impact Statement (EIS) categories are in Minn. R. 4410.4400.

5. Project Location: County _____ City/Twp _____

 1/4 1/4 Section _____ Township _____ Range _____

If there are multiple 1/4 - 1/4 and/or section numbers, all should be listed.

Attach each of the following to the EAW:

- County map showing the general location of the project;
- United States Geological Survey 7.5 minute, 1:24,000 scale map indicating project boundaries (photocopy acceptable); and
- Site plan showing all significant project and natural features.
- Minnesota Department of Natural Resources (DNR) Natural Heritage database review letter

Other exhibits as appropriate to illustrate information about the project. These may include modeling review summaries; additional maps showing nearby residences, wetlands, soil types, or pipeline routes; proposed management plans for odor or leachate, etc.

The figures should be submitted as black and white on 8 1/2 x 11 paper. If possible, also provide electronic copies of figures. This will allow the MPCA to post the figures on its Web site, in addition to posting the EAW text.

For USGS maps, contact the USGS at 888-275-8747 or <http://nationalmap.gov> or contact the Minnesota Geological Survey at 612-627-4780, <http://www.geo.umn.edu/mgs>.

6. Description:

a. Provide a project summary of 50 words or less to be published in the EQB Monitor.

The project proposer should provide a project summary of 50 words or less. The MPCA will review this description and modify it as appropriate. This summary will then be published in the EQB Monitor.

b. Give a complete description of the proposed project and related new construction. Attach additional sheets as necessary. Emphasize construction, operation methods and features that will cause physical manipulation of the environment or will produce wastes. Include modifications to existing equipment or industrial processes and significant demolition, removal or remodeling of existing structures. Indicate the timing and duration of construction activities.

- The project description should be complete, simple, clear and easy to understand. It is best to assume that your reader is not familiar with your industry or proposed facility.
- Give any necessary background to help place the project in context. This may include past land use, the historical operation of the facility, etc.
- Provide a description of the project and processes. For existing facilities, explain what aspects of the operations are changing. Do not just refer to the permit application or facility plan for this information. Include pertinent information in the EAW separately. It is fine to use the same information that may be in the permit application (“cut and paste”). The information in the EAW should be consistent with the permit application and vice-versa.
- For sewer extension projects, describe the proposed alignment for the new sewer pipe (including street names).
- Briefly state potential environmental effects and proposed mitigation (consider this an executive summary – details should be provided in the appropriate item later in the EAW).
- Highlight any special concerns, such as proximity to a significant resource.
- If the EAW is in response to a petition, note what issues were raised.
- If the EAW describes a phased future action, include a description of the total project, not simply the most recent phase of the project.

Note when construction and/or operation would begin.

c. *Explain the project purpose; if the project will be carried out by a governmental unit, explain the need for the project and identify its beneficiaries.*

d. *Are future stages of this development including development on any outlots planned or likely to happen?*
☐ Yes ☐ No *If yes, briefly describe future stages, relationship to present project, timeline and plans for environmental review.*

Describe any future phases or stages of the project or if you can predict additional development by other project proposers (such as at an industrial park). Note: the proposer should identify and consider phased actions and connected actions by any proposer that may be closely connected to the project.

e. *Is this project a subsequent stage of an earlier project?* ☐ Yes ☐ No
If yes, briefly describe the past development, timeline and any past environmental review.

7. **Project Magnitude Data**

Total Project Area (acres) _____ or Length (miles) _____
 Number of Residential Units: Unattached _____ Attached _____ maximum units per building _____
 Commercial/Industrial/Institutional Building Area (gross floor space): total square feet _____
 Indicate area of specific uses (in square feet):

Office _____	Manufacturing _____
Retail _____	Other Industrial _____
Warehouse _____	Institutional _____
Light Industrial _____	Agricultural _____
Other Commercial (specify) _____	
Building height _____ If over 2 stories, compare to heights of nearby buildings	

8. **Permits and approvals required.** *List all known local, state and federal permits, approvals and financial assistance for the project. Include modifications of any existing permits, governmental review of plans, and all*

direct and indirect forms of public financial assistance including bond guarantees, Tax Increment Financing and infrastructure.

Unit of Government

Type of Application

Status

Make a thorough list of all applicable permits and approvals that the project will require. **Note that permits and approvals may not be issued until the environmental review process is complete** (i.e., the decision on a Petition or on the need for an Environmental Impact Statement (EIS) has been made).

Necessary permits may include ones from the MPCA, DNR, Minnesota Department of Health (MDH), Minnesota Department of Transportation, (MNDOT), U.S. Army Corps of Engineers, Watershed District or Watershed Management Organization, county, city or township. Commonly missed requirements include wetlands requirements, the MPCA's stormwater permits, local sewer hook-ups, building permits, conditional use permits, and plan approvals such as by the state fire marshal or the Department of Health for wells, plumbing or water main extensions. Also frequently overlooked are utility crossing licenses from DNR and curb-cutting permits from MNDOT and County or City Highway Departments. If a Clean Water Act (CWA) Section 404 Permit is needed from the U.S. Army Corps of Engineers, you must also submit an application for a CWA Section 401 Certification to the MPCA's Regional Environmental Management Division for a Section 401 determination.

Wetland Conservation Act (WCA)

Board of Water and Soil Resources: 651-296-3767 (Can be consulted to find out what local governmental unit is responsible for WCA issues or <http://www.bwsr.state.mn.us>.)

MPCA Customer Assistance Center for permits: 651-297-2274 or 800-646-6247

State Fire Marshal, fire code specialists: 651-201-7200 or <http://www.dps.state.mn.us/fmarshal/FireCode/FireCode.html>

Department of Health

General: 615-201-5000 or <http://www.health.state.mn.us>

Environmental Health: 651-201-4500

Public Drinking Water Supply Systems: 651-201-4700

Wells: 651-201-4600

Environmental Surveillance and Assessment: 651-201-4899

U.S. Army Corps of Engineers: St. Paul Regional office 651-290-5354 or <http://www.mvp.usace.army.mil/regulatory>

MNDOT: 651-296-3000 or 800-657-3774 or <http://www.dot.state.mn.us>

DNR: Public Waters Work Permit and Water Appropriation Permit: contact DNR regional office (see page 15) or see <http://www.dnr.state.mn.us/permits/index.html>

9. Land use. Describe current and recent past land use and development on the site and on adjacent lands. Discuss project compatibility with adjacent and nearby land uses. Indicate whether any potential conflicts involve environmental matters. Identify any potential environmental hazards due to past site uses, such as soil contamination or abandoned storage tanks, or proximity to nearby hazardous liquid or gas pipelines.

- Discuss past and current land use at the project's site.
- Generally, "proximity" means within a mile or so of the project; however, the distance can be greater in specific instances.
- If a site assessment for past contamination has been conducted, include a brief summary of the results.
- Discuss what is adjacent to the site (all directions).
- Note any nearby features of concern, including areas where vulnerable populations live or visit such as nursing homes, schools, day care centers, water resources, parks, etc.

- Indicate the distance and direction to the nearest residential receptor. Since air and water contamination can potentially travel in any direction, please include all residential areas surrounding the site. You may need to contact the city or county in which the project is located for information.

10. Cover Types. Estimate the acreage of the site with each of the following cover types before and after development:

	<i>Before</i>	<i>After</i>		<i>Before</i>	<i>After</i>
<i>Types 1-8 wetlands</i>	_____	_____	<i>Lawn/landscaping</i>	_____	_____
<i>Wooded/forest</i>	_____	_____	<i>Impervious Surfaces</i>	_____	_____
<i>Brush/grassland</i>	_____	_____	<i>Other (describe)</i>	_____	_____
<i>Cropland</i>	_____	_____		_____	_____
			<i>TOTAL</i>	_____	_____

Add as many things under “other” as needed to fully describe the project. Make sure the totals are the same for “before” and “after.”

11. Fish, Wildlife, and Ecologically Sensitive Resources

- a.* Identify fish and wildlife resources and habitats on or near the site and describe how they would be affected by the project. Describe any measures to be taken to minimize or avoid impacts.

Be sure to respond to this question.

- If wildlife would be displaced by the proposed project, where would it go? How does the displacement fit in with the overall situation of that species in the vicinity or state? Indicate whether there are any temporary or seasonal impacts on wildlife behaviors, such as nesting.
- For water discharges to a stream or river (such as from a wastewater plant), consider what is downstream, such as impoundments or lakes. Effects may occur far from the discharge point, especially for nutrient-rich discharges (such as from a wastewater treatment facility). Also, describe general information on fish and invertebrate surveys recently completed for river reaches serving as receiving waters for wastewater plant or stormwater discharge. DNR regional offices and MPCA may have additional survey data – DNR regional numbers are at the end of this document; at the MPCA the Biological Monitoring Unit Supervisor at 651-296-7215.
- How will such actions as “enabled” or “related” development affect wildlife and wildlife habitat?
- Identify any existing or potential warm water discharges to a surface water and describe any impacts to the aquatic habitat that may result.

Other resources:

U.S. Fish and Wildlife Service: 651-778-8360 or <http://www.fws.gov>

National Park Service at <http://www.nps.gov>, Mississippi National River and Recreation Area: 651-290-4160,

St. Croix National Scenic Riverway: 715-483-3284.

- b.* Are any state (endangered or threatened) species, rare plant communities or other sensitive ecological resources such as native prairie habitat, colonial waterbird nesting colonies or regionally rare plant communities on or near the site? ☐ Yes ☐ No

If yes, describe the resource and how it would be affected by the project. Indicate if a site survey of the resources has been conducted and describe the results. If the DNR Natural Heritage and Nongame Research program has been contacted give the correspondence reference number: _____
Describe measures to minimize or avoid adverse impacts.

The DNR Natural Heritage and Nongame Research Program survey should be completed before the EAW data are submitted to the MPCA. This information should be included as an Exhibit to the EAW. You may call the DNR at 651-259-5109 or the supervisor at 651-259-5090.

This is an issue with a high level of public interest. If any of these resources or species are present on or near the site, a thorough discussion should be included in the EAW. For water discharges affecting a stream or river, look downstream for any impoundments or lakes. List the species present, discuss if they are sensitive to the type of impact caused by the proposed project, and potential mitigation.

- 12. Physical Impacts on Water Resources.** Will the project involve the physical or hydrologic alteration — dredging, filling, stream diversion, outfall structure, diking, and impoundment — of any surface waters such as a lake, pond, wetland, stream or drainage ditch? ☐ Yes ☐ No

If yes, identify water resource affected. Describe alternatives considered and proposed mitigation measures to minimize impacts. Give the DNR Protected Waters Inventory (PWI) number(s) if the water resources affected are on the PWI.

Discuss in detail any work undertaken pursuant to the Wetlands Conservation Act, or Section 404/401 (Dredge and Fill) of the Clean Water Act. Also discuss any activities conducted under a DNR utility crossing license or “Work in the Beds” permit. Discuss mitigation for in-stream work. Contact phone numbers are listed under Question 8 or at the end of the fact sheet.

13. Water Use

Will the project involve installation or abandonment of any water wells, connection to or changes in any public water supply or appropriation of any ground or surface water (including dewatering)?

☐ Yes ☐ No

If yes, as applicable, give location and purpose of any new wells; public supply affected, changes to be made, and water quantities to be used; the source, duration, quantity and purpose of any appropriations; and unique well numbers and DNR appropriation permit numbers, if known. Identify any existing and new wells on the site map. No wells known on site, explain methodology used to determine.

Adding or Abandoning Water Wells:

If wells are added or abandoned, please be aware that the work must comply with statutes and rules pertaining to wells and borings (Minnesota Statutes, chapter 103I; Minnesota Rules, chapter 4725), and acknowledge this issue in your response. Also note that the well code applies even to unused, unsealed wells, and that searching the county well index is usually insufficient to determine that wells do not exist on a property. Site-specific knowledge via a site visit is typically the preferred information for an EAW.

In the event that a well is discovered during the construction of a project, the Proposer should acknowledge within the EAW that a well abandonment contingency plan has been developed and will be implemented to address the issue. If you have questions regarding these issues, please contact the MDH Well Management Section at 651-201-4600.

Public Water Supplies

If the project is a large, new user of municipal water, discuss any potential effects that may occur for other users. This may include the need to seal wells for residences that will be connected to a public water supply. In addition, any project developing a new water supply that will serve a business, municipality, restaurant, etc. may be required to register as a Public Water Supply system. Please call the MDH’s Public Water Supply Program at 651-210-4700 if you have any questions.

Water Appropriation

Also discuss ground water appropriations permits, temporary or otherwise; from DNR, include DNR Water Appropriation Permit number. Call your DNR Regional Office (numbers at the end of this document). For ethanol facilities, please provide a discussion of pump test results required by the DNR to acquire Water Appropriation Permit.

- 14. Water-related land use management districts.** . Does any part of the project involve a shoreland zoning district, a delineated 100-year flood plain, or a state or federally designated wild or scenic river land use district?

☐ Yes ☐ No

If yes, identify the district and discuss project compatibility with district land use restrictions.

County or City Planning and Zoning should have this information and will be able to identify any restrictions. Flood Insurance Rate Maps should be available from Federal Emergency Management Agency Map Service Center at: <http://msc.fema.gov>.

In addition, projects near the Mississippi River through the Metro Area may be within the 72-mile long Mississippi National River and Recreation Area and its associated Minnesota Critical Area. Contacts include National Park Service at 651-290-4160, DNR – Mississippi River Corridor Critical Area at 651-259-5717, the Metropolitan Council (number at end of document) and the local municipality for any ordinances.

MPCA Watershed Contacts:

- Lake Superior: Brian Fredrickson 218-723-4663
- Mississippi River (headwaters to the St. Croix River): Jim Hodgson 218-828-6065
- Mississippi River (St. Croix River to Iowa border): Norm Senjen 507-280-3592
- Mississippi River, Metro: Tim Larson 651-282-5559
- Red River Basin: Molly MacGregor 218-846-0494
- Minnesota River: Larry Gunderson 651-297-3825
- Minnesota River, Metro: Roger Ramthum 651-296-9262
- St. Croix River: Craig Affeldt 651-296-6062
- Missouri River and Des Moines River: Mark Jacobs 507-537-7132
- Rainy River: Nolan Baratono 218-283-2240

15. *Water Surface Use.* Will the project change the number or type of watercraft on any water body?

☐ Yes ☐ No

If yes, indicate the current and projected watercraft usage and discuss any potential overcrowding or conflicts with other uses.

16. *Erosion and Sedimentation.* Give the acreage to be graded or excavated and the cubic yards of soil to be moved: _____ acres; _____ cubic yards. Describe any steep slopes or highly erodible soils and identify them on the site map. Describe any erosion and sedimentation control measures to be used during and after project construction.

- If the project results in the disturbance of one or more acres of vegetation, a MPCA General Stormwater Permit for Construction Activity is required. Describe *how the proposal would* comply with *the* MPCA's NPDES General Stormwater Permit for Construction Activity, as well as local government and watershed district requirements (Best Management Practices, etc.).
- Contact MPCA Stormwater permit staff or the Customer Assistance Center (listed in Item 8) for information regarding the NPDES General Construction Stormwater Permit.
- If more than one acre of impervious surface is created, wet detention basins must be used for treatment of the stormwater from those surfaces.
- If ten or more contiguous acres are disturbed and drain to a discernable point, a temporary detention pond is required.
- Note any nearby wetlands, streams, or ditches and what Best Management Practices would be used to prevent impacts to them. Please note: Wetlands cannot be used to treat stormwater runoff. All stormwater must be treated in properly designed wet detention ponds prior to its release to wetlands or other waters of the state.
- Discuss general features of the site and proposed grading plan and related activities, and likely duration of construction activities. Indicate if tile inlets are present or if existing drain tile lines would be disturbed by construction.

- Describe the final site – amount of new impervious surfaces such as rooftops, driveways, parking lots, sidewalks and roadways, the plans for re-vegetation and permanent stormwater management structures/features.
- The MPCA encourages proposers to minimize impervious surfaces as much as possible, to help maintain the quality of the watersheds. Use of native plants, shrubs, and trees to revegetate sites is also recommended.
- If moving to or modifying an existing building, briefly describe it and note any proposed changes.

17. Water Quality – Surface Water Runoff

- Compare the quantity and quality of site runoff before and after the project. Describe permanent controls to manage or treat runoff. Describe any stormwater pollution prevention plans.*

Contact numbers for the MPCA's stormwater requirements are listed in Item 8.

Do not skip question a. The discussion should consider runoff **quality** - not just the amount. Consider runoff from parking areas and driveways – for example, deicing materials. Also discuss potential impacts from landscape maintenance (fertilizers, pesticides).

As noted above, one or more acres of new impervious surface requires permanent detention ponds that comply with MPCA, local, and watershed district requirements.

- Identify routes and receiving water bodies for runoff from the site; include major downstream water bodies as well as the immediate receiving waters. Estimate impact runoff on the quality of receiving waters.*

Include any potentially affected streams, ditches, wetlands, lakes or rivers.

Wetlands cannot be used to provide primary treatment for runoff. Untreated runoff shall not pass through wetlands.

18. Water Quality: wastewaters

- Describe sources, composition and quantities of all sanitary, municipal and industrial wastewater produced or treated at the site.*

Describe or estimate here both the flows (quantities) and loadings (concentration of any nutrients or pollutants in the wastewater). Wastewater treatment plant EAWs should include the projected population and industrial growth the project is intended to serve. Include cooling water; note whether any water treatment chemicals (fungicides, etc.) are used. If cooling systems recirculate, state that. For additional MPCA information for wastewater treatment systems, call the Customer Assistance Center: 651-297-2274 or 800-646-6247 or visit <http://www.pca.state.mn.us/water/wastewater.html>.

Note: Some wastewater dischargers in watersheds with impaired rivers or streams may be affected by Total Maximum Daily Load (TMDL) requirements. For more information, see <http://www.pca.state.mn.us/water/tmdl.html/index.html> or call Steve Heiskary at 651-296-7217.

MPCA information on septic systems:

- General information line: 651-282-6246
- Duluth: Barbara McCarthy 218-723-4710

- Describe waste treatment methods or pollution prevention efforts and give estimates of composition after treatment. Identify receiving waters, including major downstream water bodies, and estimate the discharge impact on the quality of receiving waters. If the project involves on-site sewage systems, discuss the suitability of site conditions for such systems.*

- Describe wastewater composition (projected flows and pollutant loadings). Typically, include influent loadings as well as effluent loadings.
- Briefly describe the stages of the wastewater treatment process and how they will remove pollutants.
- Include the proposed effluent limits for the new or expanded facility.

- Dischargers to surface waters should describe downstream resources (Outstanding Resource Value Waters, impoundments, lakes, etc.). This description should include:
 - a. Stream classification information, where applicable;
 - b. If applicable, state whether the receiving stream is on the MPCA's TMDL List, and describe the status of TMDL process;
 - c. A description of lakes or impoundments downstream (size, trophic status, uses);
 - d. Information about the potential impacts that could be caused by the discharge (algae bloom, clarity, etc.).
 - e. Special requirements for treating wastewater (phosphorus limits, mercury limits, special monitoring requirements, etc.).
- c. *If wastes will be discharged into a publicly owned treatment facility, identify the facility, describe any pretreatment provisions and discuss the facility's ability to handle the volume and composition of wastes, identifying any improvements necessary.*

Indicate the permitted capacity of the receiving wastewater treatment facility (WWTF), as well as typical recent flows. Indicate hydraulic capacity of receiving wastewater interceptors and sewers. For this information, contact the staff of the receiving WWTF, typically the local municipality.

- d. *If the project requires disposal of liquid animal manure, describe disposal technique and location and discuss capacity to handle the volume and composition of manure. Identify any improvements necessary. Describe any required setbacks for land disposal systems.*

Setbacks may include for wells, from surface waters, etc. For information on setbacks from private wells, please contact the MDH's Well Management Section at 651-201-4600. Public water supply wells may have additional wellhead protection requirements. The MDH Wellhead Protection Program is at 651-201-4700.

19. **Geologic hazards and soil conditions**

- a. Approximate depth (in feet) to ground water: _____ minimum; _____ average.
bedrock: _____ minimum; _____ average.

Describe any of the following geologic site hazards to ground water and also identify them on the site map: sinkholes, shallow limestone formations or karst conditions. Describe measures to avoid or minimize environmental problems due to any of these hazards.

The information in Item 19 is required to determine potential impacts to groundwater. Modifications at a facility or moves to existing buildings at another location are not exempt because proposed changes in operation could have potential impacts.

Karst is typically found in the southeastern quarter of the state and should be carefully considered when siting a facility or stormwater ponds. Also include information on shallow ground water, exposed bedrock, or karst conditions that include: sinkholes or disappearing streams.

If no site-specific borings have been done, most counties have a listing and maps of soil types found in the county. Some counties have detailed geological or hydrological atlases with excellent information.

Indicate if any injection well systems are on the site.

Sources of information include NRCS soil survey, hydrologic atlases, county geologic atlases, drinking water well logs, and site-specific soil boring logs. Information in this item should help determine potential impact to ground water. Modification at a facility or moves to existing building at another location are not exempt because proposed changes in operation could have potential impacts. All information sources should be cited.

- b. *Describe the soils on the site, giving SCS classifications, if known. Discuss soil granularity and potential for ground-water contamination from wastes or chemicals spread or spilled onto the soils. Discuss any mitigation measures to prevent such contamination.*

Soil surveys are available for nearly every county. Hydrologic atlases are published by the U.S Geological Survey while county geologic atlases and drinking water well logs are available from the Minnesota Geological Survey. You should list the most frequently occurring soil types and the slopes of those soils in the immediate project area. Quantification of acreage is not necessary.

Briefly discuss the suitability of the soils for building construction, septic systems, etc. If soils are relatively permeable, discuss methods to avoid impacts on ground water. Typically, this information can be found in the soil survey. You should list the most frequently occurring soil types and the slopes of those soils in the immediate project area.

20. Solid Wastes, Hazardous Wastes, Storage Tanks

- a. *Describe types, amounts and compositions of solid or hazardous wastes, including solid animal manure, sludge and ash, produced during construction and operation. Identify method and location of disposal. For projects generating municipal solid waste, indicate if there is a source separation plan; describe how the project will be modified for recycling. If hazardous waste is generated, indicate if there is a hazardous waste minimization plan and routine hazardous waste reduction assessments.*

Be sure to discuss everything listed in “a” that applies. The MPCA encourages proposers to examine recycling or salvage if a project involves demolition of existing structures. Additionally, the MPCA encourages proposers to evaluate waste prevention and recycling opportunities, both during construction and operation of a project

For additional MPCA information for Solid and Hazardous Wastes and Storage Tanks, call the Customer Assistance Center: 651-297-2274 or 800-646-6247 or visit the following Web sites:

Biosolids Permit Forms: <http://search.pca.state.mn.us/query.html?qt=biosolids>

Land Application of Industrial By-Products: <http://www.pca.state.mn.us/water/landapp.html>

Solid Waste Utilization: <http://www.pca.state.mn.us/waste/sw-utilization.html#uses>

Dredged Materials: <http://www.pca.state.mn.us/water/dredgedmaterials.html>

- b. *Identify any toxic or hazardous materials to be used or present at the site and identify measures to be used to prevent them from contaminating groundwater. If the use of toxic or hazardous materials will lead to a regulated waste, discharge or emission, discuss any alternatives considered to minimize or eliminate the waste, discharge or emission.*

Consider any materials that may be present during construction, as well as those present during normal operation.

- c. *Indicate the number, location, size and use of any above or below ground tanks to store petroleum products or other materials, except water. Describe any emergency response containment plans.*

Refer to the Tank rules, Minn. R. 7001 and 7151. At the MPCA, contact the assistance line at 651-297-2274 or refer to <http://www.pca.state.mn.us/programs/tank.html>. For MPCA notifications or installation / removal information, contact JoAnn Henry at 651-297-8664.

The Minnesota Department of Health also has rules regarding minimum distances between wells and underground storage tanks. Please refer to Minn. R. ch. 4725, or call the Well Management Section at 651-201-4600, if you have any questions.

- 21. Traffic.** *Parking spaces added _____ Existing spaces (if project involves expansion) _____*
Estimated total average daily traffic generated _____ Estimated maximum peak hour traffic generated (if known) and its timing: _____ Provide an estimate of the impact on traffic congestion affected roads and describe any traffic improvements necessary. If the project is within the Twin Cities metropolitan area, discuss its impact on the regional transportation system.

Indicate the rating of the roads that will serve the project. Include a discussion of the existing traffic volume as well as the proposed change as a result of the project. Indicate if there are any areas of special concern (school bus route, driveway on a curve, etc.). Describe the duration of any traffic detours or delays that could occur as a result of construction activities.

For projects in towns or cities, also include whether any transit, bike lanes, vanpools, etc. serve the site. A discussion with MNDOT or the County Highway Engineer may be helpful to assess the traffic impact as a result of the project prior to submitting the EAW data to the MPCA.

- 22. *Vehicle-related Air Emissions.*** Estimate the effect of the project's traffic generation on air quality, including carbon monoxide levels. Discuss the effect of traffic improvements or other mitigation measures on air quality impacts. Note: If the project involves 500 or more parking spaces, consult EAW Guidelines about whether a detailed air quality analysis is needed.

An air impacts analysis may be conducted for projects that generate a significant amount of traffic (for example: large industrial facilities). The air impacts analysis may include emissions of particulates or air toxics from mobile sources. Refer to the MPCA's modeling guidance documents at <http://www.pca.state.mn.us/air/modeling.html>.

- 23. *Stationary Source Air Emissions.*** Describe the type, sources, quantities and compositions of any emissions from stationary sources of air emissions such as boilers, exhaust stacks or fugitive dust sources. Include any hazardous air pollutants (consult EAW Guidelines for a listing), any greenhouse gases (such as carbon dioxide, methane, and nitrous oxides), and ozone-depleting chemicals (chlorofluorocarbons, hydrofluorocarbons, perfluorocarbons or sulfur hexafluoride). Also describe any proposed pollution prevention techniques and proposed air pollution control devices. Describe the impacts on air quality.

Describe the processes that result in air emissions, the types of pollutants, the permitted potential to emit these pollutants, and potential impacts from pollutants. When possible, volatile organic hydrocarbons (VOCs) should be provided as a list of specific chemicals. Because VOCs are a group of chemicals with many different toxicities, it is difficult to assess the potential impacts on health without specific chemical information. Briefly describe any proposed permit limits and other pertinent information such as proposed mitigation. Include any modeling results such as for national ambient air quality standards and Minnesota's ambient air quality standards, federal Prevention of Significant Deterioration requirements, or an air toxics review.

Note regarding air toxics reviews: Facilities that emit Hazardous Air Pollutants may also need to conduct an air emissions risk analysis (AERA) during the EAW or permit process. The AERA identifies chemicals of potential concern, and considers potential effects on health. The MPCA has an AERA Guidance that describes this process.

Go to the MPCA's Web site at <http://www.pca.state.mn.us/air/aera.html> for the guidance document and spreadsheets.

- 24. *Odors, noise and dust.*** Will the project generate odors, noise or dust during construction or during operation? ☐ Yes ☐ No If yes, describe sources, characteristics, duration, quantities or intensity and any proposed measures to mitigate adverse impacts. Also identify locations of nearby sensitive receptors and estimate impacts on them. Discuss potential impacts on human health or quality of life. (Note: fugitive dust generated by operations may be discussed at item 23 instead of here.)

Respond in full to the questions raised. Operations producing dust (particulate matter) should list both particulate matter of 10 microns and less (PM10) as well as particulate matter with particle diameters of 2.5 microns or less (PM2.5). If any air quality monitoring data has been collected in the project area (usually as total suspended particulate) this information should be included in the EAW as well. Indicate whether or not biological particulates (molds, endotoxins, etc.) would be emitted from the project's operation. Indicate the distance and direction to the nearest residential and nonresidential receptors. Indicate the duration or frequency of impacts received by these receptors during construction and or operation of the facility. If needed, noise impact modeling should be completed with consideration of levels used in the standard (Minn. R. 7030.0040) and reported as L1Ø and L5Ø values.

- 25. *Nearby resources.*** Are any of the following resources on or in proximity to the site?
- a. Archaeological, historical, or architectural resources? ☐ Yes ☐ No
 - b. Prime or unique farmlands or land within an agricultural preserve? ☐ Yes ☐ No
 - c. Designated parks, recreation areas, or trails? ☐ Yes ☐ No
 - d. Scenic views and vistas? ☐ Yes ☐ No
 - e. Other unique resources? ☐ Yes ☐ No

If yes, describe the resource and identify any project-related impacts on the resources. Describe any measures to minimize or avoid adverse impacts.

Telephone numbers listed in other sections of this guidance.

For Item 25.a., contact the State Historic Preservation Office at 651-259-3450. Request a database review to obtain printouts from the Historic Standing Structures and Archeology Inventories listing features in the vicinity of the project site. In Item 25, discuss features in proximity to the site. If possible, note the features on a one-mile radius map. Include a copy of the database printout when you send your EAW data to the MPCA.

26. *Visual impacts.* *Will the project create adverse visual impacts during construction or operation? Such as glare from intense lights, lights visible in wilderness areas and large visible plumes from cooling towers or exhaust stacks?*

☐ Yes ☐ No *If yes, explain.*

27. *Compatibility with plans and land use regulations.* *Is the project subject to an adopted local comprehensive plan, land use plan or regulation, or other applicable land use, water, or resource management plan of a local, regional, state or federal agency?* ☐ Yes ☐ No
If yes, describe the plan, discuss its compatibility with the project and explain how any conflicts will be resolved. If no, explain.

Contact the local unit of government for information. Identify whether a comprehensive plan has been adopted and whether the project is consistent with it. Indicate what procedures must be followed (Conditional use permit, variance, etc.

28. **Impact on infrastructure and public services.** Will new or expanded utilities, roads, other infrastructure or public services be required to serve the project? ☐ Yes ☐ No
If yes, describe the new or additional infrastructure or services needed. (Note: any infrastructure that is a connected action with respect to the project must be assessed in the EAW; see EAW Guidelines for details.)
29. **Cumulative impacts.** Minn. R. 4410.1700, subp. 7, item B requires that the RGU consider the “cumulative potential effects of related or anticipated future projects” when determining the need for an environmental impact statement. Identify any past, present or reasonably foreseeable future projects that may interact with the project described in this EAW in such a way as to cause cumulative impacts. Describe the nature of the cumulative impacts and summarize any other available information relevant to determining whether there is potential for significant environmental effects due to cumulative impacts (or discuss each cumulative impact under appropriate item(s) elsewhere on this form).

This question has become more important in light of several recent court cases concerning the adequacy of environmental review. You need to address not only the cumulative impacts of the project with other, similar projects, but also the cumulative impacts of the project and any development enabled by the project.

The Minnesota Supreme court has indicated that the cumulative potential effects assessment should:

- Consider existing projects as well as anticipated future projects that have been planned or for which a basis of expectation has been laid. Future projects for which permit applications or EAWs have been submitted either at the state or local level, or projects for which plats have been approved at the local level may be considered to demonstrate the required basis of expectation. Contact appropriate units of government to obtain this information.
- Consider a limited geographic area surrounding the project in which facilities may reasonable be expected to affect the same natural resource—for instance, a nearby lake—as the proposed project.

30. **Other Potential Environmental Impacts.** If the project may cause any adverse environmental impacts not addressed by items 1 to 28, identify and discuss them here, along with any proposed mitigation.

This item is used to cover any environmental impacts not covered elsewhere on the form, if there should be any unusual but noteworthy impacts associated with the project.

31. **Summary of issues.** Do not complete this section if the EAW is being done for EIS scoping; instead, address relevant issues in the draft Scoping Decision document, which must accompany the EAW. List any impacts and issues identified above that may require further investigation before the project is begun. Discuss any alternatives or mitigative measures that have been or may be considered for these impacts and issues, including those that have been or may be ordered as permit conditions.

Briefly highlight any major issues here that require further investigation.

For wastewater treatment facilities, discuss any alternatives to the proposed project that were considered during the planning phases of the project.

RGU CERTIFICATION. The EQB will only accept SIGNED Environmental Assessment Worksheets for public notice in the EQB Monitor.

I hereby certify that:

- *The information contained in this document is accurate and complete to the best of my knowledge.*
- *The EAW describes the complete project; there are no other projects, stages or components other than those described in this document, which are related to the project as connected actions or phased actions, as defined at Minn. R. 4410.0200, subps. 9b and 60, respectively.*
- *Copies of this EAW are being sent to the entire EQB distribution list.*

Name and Title of Signer: This is signed by the MPCA's environmental review supervisor, not by the proposer or its consultant
Craig Affeldt, Supervisor, Environmental Review Unit
St. Paul Office
Regional Division

Date: _____

The format of the Environmental Assessment Worksheet was prepared by the staff of the Environmental Quality Board at the Minnesota Department of Administration, Office of Geographic and Demographic Analysis. For additional information, worksheets or for *EAW Guidelines*, contact: Environmental Quality Board, 658 Cedar Street, St. Paul, Minnesota, 55155, 651-201-2492, or at their Web site <http://www.eqb.state.mn.us>.

Other Information

Some Useful Web sites:

<http://www.eqb.state.mn.us>

Minnesota Planning is the home of the EQB. The EQB's rules govern the EAW process. The Web site includes the "Guide to Minnesota Environmental Review Rules", the "EQB Monitor" (the publication in which the public notice for an EAW is placed), and the EAW form.

<http://www.pca.state.mn.us>

The MPCA's Web site includes fact sheets on MPCA programs, EAWs currently on public notice, a staff directory, contact list by topic, fact sheets, etc.

<http://www.mvp.usace.army.mil>

U.S. Army Corps of Engineers, St. Paul District

<http://www.bwsr.state.mn.us>

Board of Water and Soil Resources

<http://www.metrocouncil.org/index.asp>

The Metropolitan Council is responsible for wastewater treatment, transit, and regional planning in the Minneapolis-St. Paul metropolitan area.

<http://www.revisor.leg.state.mn.us>

The revisor's Web site links to Minnesota statutes and rules. EQB rules are in Chapter 4410. MDH Well Code is in Chapter 4725 and the Plumbing Code is in Chapter 4715. MPCA water quality rules are in Chapter 7050. Chapter 6115 Protected Waters, Water Appropriations, etc.

<http://www.health.state.mn.us>

The MDH's Web site lists contact numbers by program. Selected phone numbers are at the end of this document or listed at the appropriate EAW question.

<http://www.dnr.state.mn.us>

The DNR's Web site includes contact numbers by program and region. Regional and selected program phone numbers are at the end of this document or listed at the appropriate EAW question.

<http://www.mnhs.org>

Minnesota Historical Society

Selected Phone Numbers (see also individual EAW questions)

Board of Soil and Water Resources (BWSR) at
651-296-3767

Metropolitan Council – 651-602-1000
Environmental Services – 651-602-1005

Metro County Hazardous Waste Programs

Anoka: 763-422/7093
Carver: 952-361-1800
Dakota: 952-891-7000
Hennepin: 612-348-3777
Ramsey: 651-266-1192
Scott: 952-496-8787
Washington: 651-430-6655

Minnesota Department of Agriculture (MDA) –
651-201-6000 or 800-967-AGRI

Minnesota Department of Health (MDH)

Environmental Health Division: 651-201-5000
MDH Well Management Section: 651-201-4600
MDH Drinking Water Wellhead Protection Program:
651-201-4700

Minnesota Department of Natural Resources (DNR)
– 651-296-6157 or 888 MinnDNR

DNR Ecological Services: 651-259-5100
DNR Fish & Wildlife: 651-259-5200
DNR Minerals: 651-259-5959
DNR Waters (includes permits): 651-259-5700
DNR Trails and Waterways: 651-259-5666
DNR Forestry: 651-259-5300
DNR Parks & Recreation: 651-259-5600
DNR Region I (Bemidji)
218-755-3955; fax 218-755-4024
2115 Birchmont Beach Road North East
Bemidji, MN 56601
DNR Region II (Grand Rapids)
218-327-4455; fax 218-327-4263
1201 East Highway 2
Grand Rapids, MN 55744
DNR Region III (Central)
651-772-7900; fax 651-772-7977
1200 Warner Road
St. Paul, MN 55106
DNR Region IV (Southern)
507-359-6000; fax 507-359-6018
261 Highway 15 South
New Ulm, MN 56073

Minnesota Department of Transportation (MnDOT)
651-296-3000 or 800-657-3774 or 800-627-3529 (TTY,
voice or ASCLL) or email: info@dot.state.mn.us

Minnesota Historical Society (MHS) – 651-296-6126
Historic Preservation, Inventory coordinator
Tom Cinader at 651-259-3453.

Minnesota Pollution Control Agency

Switchboard: 651-206-6300 or 800-657-3864
Small Business Assistance Program: 651-282-6143 or
800-657-3938 (note: a small business has 100 or fewer
employees and is independently owned and operated)

Customer Assistance Center: 651-297-2274 or
800-646-6247 for information on air quality, hazardous
waste, water quality, or tanks.
Septic system (ISTS) info line: 651-282-6246

MPCA Regional Offices:

MPCA Brainerd Office
218-828-2492
7678 College Road, Suite 105
Baxter, MN 56425

MPCA Duluth Office
218-723-4660
525 Lake Avenue South, Suite 400
Duluth, MN 55802

MPCA Marshall Office
507-537-7146
1420 E. College Drive, Suite 900
Marshall, MN 56258

MPCA St. Paul Office
651-296-6300
520 Lafayette Road
St. Paul, MN 55155-4194

MPCA Detroit Lakes Office
218-847-1519
714 Lake Avenue
Lake Avenue Plaza, Suite 220
Detroit Lakes, MN 56501

MPCA Mankato Office
507-389-5977
1230 South Victory Drive
Mankato, MN 56001

MPCA Rochester Office
507-285-7343
18 Wood Lake Drive SE
Rochester, MN 55904

MPCA Willmar Office
320-214-3786
1601 East Highway 12, Suite 1
Willmar, MN 56201

Minnesota Technical Assistance Program (MnTAP) –
offers free Pollution Prevention, source reduction, reuse
and recycling, water conservation, information and
assistance at 612-624-1300 or 800-247-0015

U.S. Army Corps of Engineers
Regulatory (wetlands Permits) 651-290-5375
General questions: 651-290-5807